



FINDING VOICES

BUILD CONFIDENCE IN SPEAKING. FOR LIFE.

SAFEGUARDING AND CHILD PROTECTION POLICY

Version: 13	Date created: 01/09/23
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1. INTRODUCTION

This policy applies to all staff including paid staff, contractors, volunteers, students or anyone working on behalf of Finding Voices. It shows a commitment to protecting and safeguarding children against potential harm or actual harm. It fully accepts and promotes the principle enshrined that the welfare of the child is paramount.

The purpose of this policy statement is:

- to protect children and young people who receive Finding Voices's services from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

Finding Voices believes that a child or young person should never experience abuse of any kind (including physical, psychological and discriminatory). We have a responsibility to promote the welfare of all children and young people connected with our activities and keep them safe. We are committed to practise in a way that protects them.

We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

We recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues

The policy also demonstrates a commitment to working with statutory bodies, voluntary agencies and other faith communities to promote the safety and welfare of children and acting promptly whenever a concern is raised about a child or about the behaviour of an

adult. Finding Voices will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

As detailed in DfE statutory guidance: *Working together to safeguard children, no single practitioner can have a full picture of a child's needs and circumstances, so everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.*¹

Safeguarding is everyone's responsibility.

Legislative Framework

This policy, and related procedures, has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is listed below:

- Keeping Children Safe in Education 2023. Statutory guidance for schools and colleges
- The Children's Act 1989 and 2004 revision (Children)
- Working Together to Safeguard Children 2018, Department for Education (Children)
- Charity law summary, NCVO
- The Sex Offenders Act 1997 and the Sexual Offences Act of 2003
- The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012)
- After-school clubs, community activities, and tuition - safeguarding guidance 2023

2. GLOSSARY OF TERMS

To provide clarity, this policy refers to the below terms as the following:

- **Children** – as per the Children Act 2004, this is a legal term that refers to all those who have not yet reached their 18th birthday
- **Young people** – though legally recognised in this context as children, young people are included in this policy as reference to a generic term used in the organisation for anyone who has not yet reached their 18th birthday. Legally, in reference to age of consent, 'young people' is a term generally referring to those who are 16-17 years old
- **Staff** – a paid individual with either an employment or freelance contract with Finding Voices
- **Adult Volunteers** – an individual who is not paid a salary or fee by Finding Voices. This would include trustees, adult volunteers, and work experience students over the age of 18. This does not include any beneficiary, regardless of age, who may be 'volunteering'
- **Beneficiary** – any individual taking part in any activity run by Finding Voices
- **Designated Safeguarding Lead (DSL)** – relates to a person within the organisation.

¹

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings>

3. OUR COMMITMENT TO SAFEGUARDING

Finding Voices recognises that everyone has the right to feel safe. No-one should suffer from abuse, especially children and the vulnerable.

In order to implement this policy, Finding Voices commits to:

- Appointing a nominated child protection lead and a member of the company who takes lead responsibility for safeguarding at the highest level in the organisation
- Writing detailed safeguarding and child protection procedures
- Making sure all staff and volunteers understand and follow the safeguarding and child protection procedures
- Ensuring children, young people and their families know about the organisation's safeguarding and child protection policies and what to do if they have a concern
- Stop abuse or neglect wherever possible
- Prevent harm and as far as possible reduce the risk of abuse or neglect to children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation
- Promote the wellbeing of children, recognising that some will be additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Raise awareness of safeguarding to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect
- Work in partnership with children, families, carers, and other agencies – ensuring, wherever possible, that safeguarding is personal to the needs and wishes of the child
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and how to raise a concern about the safety or well-being of a child
- Be proactive in taking action against whatever caused the abuse or neglect

To achieve this, we will:

- Provide an environment in which children feel listened to, safe and valued
- Build a safeguarding culture where staff and children, their families, treat each other with respect and are comfortable about sharing concerns
- Adopt child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruit staff and volunteers safely ensuring all necessary checks are made
- Ensuring that the Disclosure & Barring Service, in accordance with their guidelines, checks all staff and volunteers with responsibility for children
- Share information about child protection and good practice with children, parents, staff and volunteers
- Share information about concerns with agencies who need to know, and involving parents and children appropriately
- Review our policy and good practice annually
- Keep up to date on new or revised national guidance, legislation and information pertaining to safeguarding and preventing abuse of vulnerable adults and children
- Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers

know about and follow our policies, procedures and behaviour codes confidently and competently

- Ensure that all activities are appropriate for the group of children or young people we will be working with, applying health and safety measures in accordance with the law and regulatory guidance
- Record, store, and use information confidentially and securely, in line with GDPR legislation and guidance
- Ensure this policy and related procedures are publicly accessible via the website and to staff

Outcomes for children and their families

- In developing this policy Finding Voices intends that it will promote the welfare of children and young people attending and taking part in activities.
- Children and young people and their parents / carers can be assured that Finding Voices takes their welfare seriously and wants them to enjoy the activities in a safe and secure environment.
- Every adult who works with or on behalf of Finding Voices is aware of the contents of this policy and understands what the reporting procedures are if there are any activities that may be unsafe or may present a risk of harm, or if the child or young person (or their parent(s) / carer(s)) makes a disclosure of abuse or an allegation against an adult working with them. Such disclosures or allegations will be taken very seriously to ensure that the child is protected.
- All adults working for or with Finding Voices will have been appropriately recruited and an Enhanced DBS will be checked and references taken up. Their induction into the organisation will include basic child protection training and a briefing on this policy.

4. CONTACT DETAILS

Finding Voices has an appointed individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within Finding Voices are:

Named person for safeguarding	Jude Bolton
Mobile number	07900 301375 hello@findingvoices.co.uk and/or jude@speakingworks.co.uk
Deputy name of contact person	Lauren Cesena – Hertfordshire
Mobile number Email	07760 206971 Lauren@findingvoices.co.uk

Other key contacts

Brighton and Hove - Reporting concerns externally if you are worried about a child	Use this online form for professionals if you want to report a child you are worried about, or need advice Email: FrontDoorforFamilies@brighton-hove.gov.uk Telephone: 01273 290400 during working hours - 9am to 5pm, Monday to Thursday and 9.00am to 4.30pm on Fridays Outside of working hours you can contact the Emergency Duty Service: 01273 335905 or 01273 335906.
Hertfordshire - Report concerns about a child or request support	0300 123 4043 - call us anytime if you're a child or young person or you think a child/young person is being abused or mistreated.
Police	0845 33 00 222 OR 101 for non emergency no. (or in an emergency 999)
NSPCC	You can contact the NSPCC Helpline by calling 0808 800 5000 or emailing help@NSPCC.org.uk

5. RELATED DOCUMENTS

- Safeguarding procedure
- Health and safety policy
- Staff Handbook & Code of Conduct